



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON, DC

24 NOV 1998

MEMORANDUM FOR HQ ACC/CEP HQ AMC/CEH HQ AFMC/CEP
 HQ AETC/CEP HQ USAFE/CEP HQ PACAF/CEP
 HQ USAFA/CE HQ AFSPC/CEC HQ AFSOC/CE
 HQ 11 WG/CE HQ AFCEE/CEC

FROM: HQ USAF/ILEH
1260 Air Force Pentagon
Washington DC 20330-1260

SUBJECT: Board of Directors (BOD) Meeting Action Item (Number 6): Minor Alteration to Exterior Appurtenances

REFERENCE: HQ USAF/ILEH Memo dated 24 Sep 99, Change to AFI 32-6002, Family Housing Planning, Programming, Design, and Construction, 27 May 1997 and AFI 32-6003, General Officer Quarters, 20 Feb 1998

Several action items were assigned during the 13-15 Oct 99 Military Family Housing BOD. This memorandum addresses Action Item 6: Minor Alteration to Exterior Appurtenances. To clarify, an "alteration" is defined as a modification of an **existing** item that does not change the original function of the item. For example, if a gate is installed in an existing fence, then the fence has been "altered." Secondly, "function" describes the continuing role of an asset. In the previous example, the fence continues to "function" as a fence.

The following are examples of allowable alteration work:

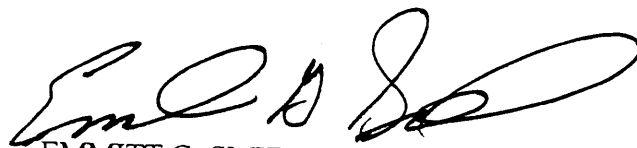
- Adding a new gate to an *existing* yard fence
- Replacement of an *existing* plastic landscape border with a new brick border

The preceding examples must cost less than \$3K to be accomplished using M&R funds at *stateside* bases and cost less than \$5K to be accomplished using M&R funds at *foreign* bases. To apply the \$5K authority at foreign bases, MAJCOMs must perform minor alterations in conjunction with a maintenance and repair project (see attached AFI 32-6002, Table 1.1, note 2). If the project cost exceeds \$3K for stateside or \$5K for foreign bases, the work must be accomplished as a Minor Improvement Project (MIP) using P-713 funds. Our 7 Jun 99 memo summarizes MIP approval levels and funding. Moreover, do not split the requirement into a self-help and a separate project to avoid the \$3K limit. The material costs for minor alteration work accomplished by self-help may not exceed \$3K.

The following examples are not allowed as alteration work:

- *Adding new walls and windows to an existing porch. As a result, the "function" of the porch has changed to a year round room.*
- *Installing new landscaping for aesthetic reasons*

We will incorporate these changes in the next revision of AFI 32-6002, *Family Housing Planning, Programming, Design, and Construction* and AFI 32-6003, *General Officer Quarters*. Our POCs are Maj Maria Dowling, DSN 664-4061 and Mr. Ted Chao, DSN 664-4645.

A handwritten signature in black ink, appearing to read 'Emmitt G. Smith', with a large, stylized flourish at the end.

EMMITT G. SMITH, Colonel, USAF
Chief, Housing Division
DCS/Installation & Logistics

Attachment:
AFI 32-6002, Table 1.1

Table 1.1. Project Approval Levels & Delegation Authority.

TYPE OF WORK	FUND TYPE	MAJCOM	SAF and AF	MAJCOM DELEGATION AUTHORITY
MAINTENANCE & REPAIR	P-722	<u>Non-General Officer Quarter:</u> \$15,000 (1) per unit per year and less than 50% replacement cost, unlimited per project. <u>General Officer Quarter:</u> \$25,000 (1) per unit per year and less than 50% replacement cost, unlimited per project	In excess of 50% but less than 70% replacement cost	Cost not to exceed \$1,000,000 per project (not below Deputy Base Civil Engineer)
MINOR ALTERATIONS	P-722	<u>Dwelling Unit:</u> \$3,000 (2) per unit per year, \$200,000 per project. <u>Support Facilities:</u> \$5,000 per maintenance and repair project. <u>Streets and Utilities:</u> \$25,000 per maintenance and repair project.	Project or unit cost exceeding MAJCOM limits	Lowest practical level
IMPROVEMENTS	P-713	(3)	Not to exceed statutory cost and space limits	(3)
MINOR IMPROVEMENTS	P-713	<u>Dwelling Unit:</u> \$200,000 per project, not to exceed statutory cost and space limits, except Senior officer quarter and general officer quarter projects. <u>Non-Dwelling Unit:</u> \$10,000 per project.	AF/CE: Senior Quarter project SAF/MII: General Officer project	(3)
RESTORATION	P-711/ P-713/ P-722	Less than 70% replacement cost or \$100,000 per unit whichever is less	Greater than 70% replacement cost or \$100,000 per unit	Less than 70% replacement cost or \$100,000 per unit whichever is less (Not below Installation Commander)
CONSTRUCTION	P-711	(3)	(3)	(3)

(1) Total maintenance and repair and minor alterations per year.

(2) \$5,000 per unit per year for foreign bases. To apply the \$5,000 authority, MAJCOMs must perform minor alterations in conjunction with a maintenance and repair project.

(3) No authority.